

**Subject:** Fwd: Fwd: Metro openingboundary="Apple-Mail=\_99396E8E-9CAF-485B-97EA-4F48DD61FC42"

**From:** "Dawn Eastin" <dawn@downtownnews.com>

**Date:** 05/20/2016 08:41 AM

**To:** "Henna Sherzai" <HSherzai@downtownla.com>

Hi Henna,

Can you give me the contact for your ambassadors, it looks like the person we have is no longer there and the number isn't working. Usually they call us for copies but that hasn't happened recently.

Thanks!

*Dawn Eastin  
General Manager  
L.A. Downtown News  
1264 W. First St.  
L.A., CA 90026  
213-481-1448  
213-250-4617 fax*

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Begin forwarded message:

**From:** Dawn Eastin <[dawn@downtownnews.com](mailto:dawn@downtownnews.com)>

**Subject:** Re: Metro opening

**Date:** May 17, 2016 9:46:29 AM PDT

**To:** Henna Sherzai <[HSherzai@downtownla.com](mailto:HSherzai@downtownla.com)>

Great, Fridays are not the best for me because that is our production day but I can make it work. Let me know some Fridays in June that will work for you.

Got it, I wasn't sure what the street team would be using. But if the Guides are a possibility I would love for them to have them since it is the only Visitors Guide for Downtown. Your Ambassadors are pretty good about calling and picking up Guides for the kiosks and office but I will have Danielle follow up with them. Is there someone specific to reach out to? I

did notice that you were out of the Guide in the front office. I can have some brought over, just let me know who I should contact to set up delivery.

Dawn

*Dawn Eastin  
General Manager  
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On May 16, 2016, at 4:00 PM, Henna Sherzai wrote:

Hello! I would love to catch up. I have some travelling coming up so it might be a little tricky to nail down a date. Generally, Fridays are easiest on my end.

We'll definitely take some guides if someone can bring them by. The Metro opening street team will have messenger bags that need to hold our maps, postcards with featured destinations, and sunglasses. There might not be enough room in their bags but our full time Ambassadors can definitely use them. We'll also be opening a new visitor kiosk soon that we can stock.

-----Original Message-----

From: Dawn Eastin [mailto:dawn@downtownnews.com]  
Sent: Monday, May 16, 2016 2:22 PM  
To: Henna Sherzai <[HSherzai@downtownla.com](mailto:HSherzai@downtownla.com)>  
Subject: Metro opening

Hi Henna,

First, I really want us to do lunch soon to catch up!

Just want to make sure your street team has our visitors guides and featuring guides. Let me know what you need.

Fwd: Fwd: Metro openingboundary="Apple-Mail...

Sent from my iPhone